

**Saint Vincent and the Grenadines  
BERYL EMERGENCY RESILIENT RECOVERY PROJECT**

**Request For Expressions of Interest  
Consulting Services – Individual Consultant**

**Assignment Title:  
Project Officer 1  
SVG-BERRY-CS-INDV-04**

The Government of St. Vincent and the Grenadines (GoSVG) has received financing from the International Development Association (The World Bank), towards the Beryl Emergency Resilient Recovery (BERRY) Project and it intends to apply part of the proceeds towards consultancy services for project officers.

The Project Development Objective of the BERRY project is to support Saint Vincent and the Grenadines to (i) provide short-term income support and restore economic activity and (ii) build back better critical infrastructure and services impacted by Hurricane Beryl. To execute the Project, the GoSVG is establishing an implementation unit which requires the services of project officers under the BERRY Project.

The Project Officer 1 will assist the Project Coordinator in ensuring that the participating ministries and agencies - the Ministry of National Mobilisation, etc. (MoNM); the National Emergency Management Organisation (NEMO); the Ministry of Agriculture; the Central Water and Sewerage Authority (CWSA); the Ministry of Transport, Works, Lands and Surveys and Physical Planning (MoTW) and the Roads, Buildings and General Services Authority (BRAGSA) are appropriately involved with project activities.

The position of Project Officer 1 is a contracted full-time staff position. Work will be performed on site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance, Economic Planning, and Information Technology located in Saint Vincent and the Grenadines. The detailed Terms of Reference (TOR) for the assignment can be found below.

The Ministry of Finance, Economic Planning and Information Technology now invites eligible Consultants to indicate their interest in providing the Services. Required qualifications and experience include, inter alia, the following:

- A bachelor's degree in management, business administration, economics, project management or related discipline
- 2 years' experience in a project environment
- Experience in the public sector would be an asset.
- Demonstrated experience in stakeholder engagement activities will be an asset
- Experience with programmes or project portfolios of multilateral or bilateral institutions (e.g., The World Bank, Caribbean Development Bank and the European Union)

The attention of interested Consultants is drawn to Section III. Governance, paragraphs 3.14 - 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" Fifth Edition: September 2023, that sets forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant (IC) Selection method set out in the Procurement Regulations. Further information can be obtained at the address below during the hours 8:00 a.m. to 4:00 p.m.

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) by **February 21, 2025**. The desired commencement date is **April 01, 2025**.

**Recardo Frederick**

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Economic Planning Division  
Ministry of Finance, Economic Planning and Information Technology  
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# GOVERNMENT OF SAINT VINCENT AND THE GRENADINES

## Beryl Emergency Resilient Recovery (BERRY) Project

### Terms of Reference

#### Project Officer 1

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##### Summary

Saint Vincent and the Grenadines (SVG) has received financing from the International Development Association (World Bank) towards the cost of implementing various projects to support the recovery from the impacts of hurricane Beryl, the Beryl Emergency Resilient Recovery Project (BERRY). The Project Development Objective of the BERRY is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the government to prepare for and respond to emergencies, and (iii) build back better critical services in the wake of the passage of hurricane Beryl. The BERRY comprises three components that seek to achieve the development objectives. A detailed description of the project components is provided in Annex 1. To execute the project, the GoSVG is establishing an implementation unit which will require the services of a project officer. To execute the project, the GoSVG is establishing an implementation unit which will require the services of 2 project officers to assist the project coordinator in coordinating and implementing activities under the Project.

##### Scope of Services

The position of Projects Officer is a contracted full-time staff position. Work will be performed on site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance, Economic Planning, and Information Technology located in Saint Vincent and the Grenadines. The PO will report directly to the Project Coordinator and shall be responsible for liaising with the participating ministries and agencies in relation to implementation of the BERRY.

The Projects Officer will liaise closely with the relevant line ministries and departments within the GoSVG, and with the World Bank project team. S/He will assist the Project Coordinator in organizing and planning project implementation activities with respect to contracting, financial management, safeguards management, contract supervision, reporting and all other aspects of the BERRY's operations.

The Projects Officer will assist the Project Coordinator in ensuring that the participating ministries and agencies - the Ministry of National Mobilisation, etc. (MoNM); the National Emergency Management Organisation (NEMO); the Ministry of Agriculture; the Central Water and Sewerage Authority (CWSA); the Ministry of Transport, Works, Lands and Surveys and Physical Planning (MoTW) and the Roads, Buildings and General Services Authority (BRAGSA) are appropriately involved with project activities.

##### Duties and responsibilities

The Projects Officer will be supported by the BERYL project staff and the general PSIPMU administrative personnel in providing project administrative support, assisting in monitoring of project activities and in making recommendations to help resolve project bottlenecks. Specifically, the Projects Officer will be required to:

1. Provide administrative support to the BERRY project implementation unit (PIU).
2. Assist in the preparation of the project implementation and annual work plans for line agencies in conjunction with the BERYL team.

3. Keep track of the Ministries' reporting and deliverables timeline and follow-up with them for timely submission.
4. Assist the Project Coordinator in managing activities within the BERYL project team in coordination with the PSIPMU and ensure timely reporting and preparation of project documentation as needed particularly with respect to Bank project reporting requirements and requests for World Bank's 'No Objection'.
5. Advise and regularly report to the Project Coordinator on BERYL project implementation activities, program plans and recommend project implementation strategies.
6. Engage and coordinate appropriate line ministry and stakeholder support as needed to advance project objectives.
7. Advise line ministries and agencies on adherence to environmental and social standards of the World Bank Environmental and Social Framework.
8. Guide the line agencies in the effective implementation of the Environmental and Social Management Framework and other Environmental and Social Standard instruments as per the Environmental and Social Commitment Plan (ESCP) requirements.
9. Provide documentation on the status of implementation and include recommendations for actions to address any bottlenecks in the line ministries and agencies.
10. Assist the Project Coordinator in the preparation of regular project progress reports, including quarterly monitoring reports for submission to The World Bank, identifying potential implementation risks in achieving the PDOs within the requisite times and actively proposing potential solutions.
11. Assist line ministries and agencies in the preparation of terms of reference (ToRs) and technical specifications.
12. Liaising with relevant stakeholders for input and feedback in the preparation of documents.
13. Assist in the review of bidding documents, request for proposals, requests for bids, expressions of interest or other documents required to engage consultants and bidders.
14. Perform other related duties as assigned by the Director of Economic Planning.

### **Qualifications and Experience**

Prospective candidates should have a minimum of the following qualifications:

- A bachelor's degree in management, business administration, economics, project management or related discipline
- 2 years' experience in a project environment
- Experience in the public sector would be an asset.
- Demonstrated experience in stakeholder engagement activities will be an asset
- Experience with programmes or project portfolios of multilateral or bilateral institutions (e.g., The World Bank, Caribbean Development Bank and the European Union)
- Strong interpersonal and organizational skills
- Demonstrated experience in projects focused on the Eastern Caribbean would be an asset.
- Excellent report writing skills
- Analytical thinker with creative problem-solving skills and attention to detail
- Demonstrated proficiency in MS Office Suite
- Fluency in English

### **Reporting Obligations**

The Projects Officer will report to the Director of Economic Planning through the Project Coordinator. The Projects Officer will be required to submit the following reports:

- Quarterly progress reports
- Annual Project Performance Reports
- Mid-term and Project Completion Reports
- End of Assignment Report
- Other reports as required

**Contract Duration**

The duration of the contract is one (1) year in the first instance and will be subject to renewal based on the consultant's satisfactory performance and work availability.

**Remuneration**

Remuneration will be commensurate with qualifications and experience.